



November 18, 2003

OKLAHOMA BULLETIN NO. OK250-4-12**SUBJECT: FNM - Timekeeping****Purpose:** To provide employees with information and guidelines for timekeeping**Expiration Date:** September 30, 2004

The following is a general summary of recent changes and guidelines for timekeeping. For more detailed information, please contact your zone office assistant, section secretary, or Financial Management.

- A. For full-time, part-time, and intermittent tours of duty, 8 hours of work per day is considered a work day for the basic workweek. The only exceptions to this rule are compressed schedule and first 40 schedule. **These are both full-time schedules and are not available for part-time or intermittent employees.**
- B. Part-time and intermittent employees may not exceed 8 hours of work per day.
- C. For part-time student employees, an increase in hours worked per week for less than two consecutive pay periods (e.g. during holiday breaks) will not require an official change of tour of duty. These student employees can work **increased hours up to 8 hours per day**. Any temporary change in number of hours worked should be pre-approved by their supervisor. Students are still part-time employees for all intents and purposes and **are not eligible to work compressed, maxi-flex, or first 40 tours of duty**. Holiday pay will be limited to the number of hours worked on their regular (school schedule) part-time tour of duty.
- D. When part-time student employees switch to a full-time schedule for more than two consecutive pay periods (e.g. during summer break), supervisors should notify Human Resources in writing in advance of the change and submit a Request for Personnel Action (SF-52) with the written request. Conversely, when student employees switch back to a part-time schedule (e.g. when returning to school in the fall), supervisors should notify Human Resources of the change in writing, submit a Request for Personnel Action (SF-52), and a proposed tour of duty.
- E. Compressed (5/4/9) Employees may only change their non-workday (NWD) due to official necessity. This must be approved in advance by the employee's supervisor and noted on timesheet in WebTCAS.

When travel, detail, training, or any portion of training includes a scheduled non-workday, employees on a compressed tour of duty should:

- Reschedule the non-workday during the same pay period; **OR**
- Reschedule the tour of duty to a standard 8 hours per day for the pay period.

Example #1: An employee's scheduled for a week long training that includes their NWD. The employee should change schedule to 8 hour day work week for this 2-week pay period. *Note: Employee does **not** need to fill out a tour schedule change, because this is only a temporary change for one pay period.

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Example #2: An employee has a one day meeting that falls on his/her NWD. The employee should change NWD to another day in the same pay period. (This change must be approved in advance by the employee's supervisor.)

A compressed employee may NOT earn credit leave – they are only changing to an 8 hour workday temporarily and NOT a maxi-flex tour. If training goes beyond an 8 hour day, then the employee may request Comp Time / Overtime.

- F. Maxi-flex employees should exhaust any remaining credit leave prior to changing to a compressed tour.
- F. Compensatory time should be used before annual leave is granted or credit leave used, provided that use of compensatory time does not cause the loss of accrued annual or credit leave.
- G. A full-time employee is eligible for 40 hours of FEFFLA (family leave) per year regardless of his or her sick leave balance. If the employee maintains a balance of 80 hours or more of sick leave, he or she can utilize up to 64 hour of additional FEFFLA not to exceed a maximum of 104 hours of FEFFLA (family leave) per leave year.
- H. Overtime and compensatory time should be preapproved if at all possible. In the event that unexpected or unplanned compensable work happens outside the employee's normal work schedule, a request for post-approval will be completed, approved, and sent to the employee's timekeeper **before** the applicable pay period T&A is electronically submitted.
- I. Employees should update timesheets and clock hours daily. When a timesheet is submitted to the timekeeper, the employee is certifying that all time and clock hours shown on the timesheet are true and correct. Employees are reminded that if an employee is found guilty of submission of or causing or allowing the submission of falsely stated payroll documents or their supporting documents the penalty may result in removal (FMP 751, S-2, DPM 751, Appendix A).
- J. An employee who works more than six (6) hours in a day must take a lunch period. This lunch period must be for a minimum of thirty (30) minutes, and a maximum of one hour and be taken during the normal lunch band (11:00 a.m. to 1:00 p.m.).
- K. Breaks are included with the basic workday. An employee may not expand a regularly scheduled lunch period by taking a 15 minute break prior to lunch or after lunch. An employee may not depart the work place 15 minutes before the beginning of a leave period or the end of a workday if he/she refrains from taking a scheduled 15 minute rest break. Also an employee may not make up for the late arrival by refraining from taking a scheduled 15 minute rest break.
- L. Employees should have tour schedule on file with their timekeeper showing the tour of duty and hours to be worked. This schedule should be signed and dated by both the supervisor and the employee. Changes from one tour of duty to another should be made in writing at least one full pay period in advance. Attached is a tour schedule form.

If you have any questions, please contact Financial Management.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment